



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 264-7135

March 12, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF A
FRESHWATER AND/OR WASTEWATER TREATMENT FACILITY
MAINTENANCE SERVICES MASTER AGREEMENT
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Approval of a Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreement with qualified contractors to provide as-needed freshwater and/or wastewater treatment facility maintenance services to County facilities.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director, Internal Services Department (ISD), or his designee, to execute a Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreement (Attachment 1) with Waterworks Technology, Inc., effective April 1, 2013, for an initial term of three (3) years, with two (2) one-year extension options and six (6) month-to-month periods, to be exercised at the discretion of the Director, ISD, or his designee.
2. Authorize the Director, ISD, or his designee, to execute additional Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreements with new contractors as they become qualified throughout the term of the Master Agreement; exercise the optional extensions in accordance with the attached Master Agreement; execute amendments as approved by County Counsel; make necessary changes to the scope of services and applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; and add freshwater and/or wastewater treatment facility-related services to the Master Agreements as they become necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this request will enable ISD to maintain a pool of qualified contractors that can provide freshwater and/or wastewater treatment facility maintenance services to County facilities through a centralized and streamlined, competitively solicited contracting process. Additionally, this request will allow additional contractors to be qualified and receive Master Agreements for freshwater and/or wastewater treatment facility maintenance services through the contract term.

Freshwater and/or wastewater treatment facility maintenance services include the following:

- Adhering to all applicable codes and regulations
- Inspecting for proper freshwater and/or wastewater operation
- Maintaining equipment
- Checking meters, gauges, pumps and control panels
- Reporting improper discharge or wastewater contaminants found in the water and/or low water levels

Implementation of Strategic Plan Goals

Approval of this request will enable ISD to maintain a pool of qualified contractors that can provide freshwater and/or wastewater treatment facility maintenance services to County facilities through a centralized and streamlined, competitively solicited contracting process. Additionally, this request will allow additional contractors to be qualified and receive Master Agreements for freshwater and/or wastewater treatment facility maintenance services through the contract term.

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FISCAL IMPACT/FINANCING

ISD has sufficient appropriation for the recommended contract in its Fiscal Year (FY) 2012-13 operating budget. ISD has included sufficient appropriation in its FY 2013-14 budget request, and will do so in future fiscal years.

Expenditures under these agreements will vary from year to year based on the needs of the County facilities. ISD will bill the cost of the services to the departments that utilize them to operate their freshwater/wastewater treatment facilities. The recommended actions do not increase ISD's net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

ISD has sufficient appropriation for the recommended contract in its Fiscal Year (FY) 2012-13 operating budget. ISD has included sufficient appropriation in its FY 2013-14 budget request, and will do so in future fiscal years.

Expenditures under these agreements will vary from year to year based on the needs of the County facilities. ISD will bill the cost of the services to the departments that utilize them to operate their freshwater/wastewater treatment facilities. The recommended actions do not increase ISD's net County cost.

CONTRACTING PROCESS

On October 17, 2012, ISD released a Request for Statement of Qualifications (RFSQ) for Freshwater and/or Wastewater Treatment Facility Maintenance Services and posted the solicitation and contracting opportunity announcements on the County's "Doing Business with Us" web site (Attachment 2). One (1) Statement of Qualifications (SOQ's) was submitted and reviewed for compliance with the RFSQ. The Contractor (Waterworks Technology, Inc.) was determined to be qualified and is being recommended for the Master Agreement.

The Community Business Enterprise Program information for the recommended contractor is identified in Attachment 3. At this time, the recommended contractor is not certified as a Local Small Business Enterprise (LSBE).

New vendors may qualify for a separate Master Agreement at any time during the term of the original contract/master Agreement by submitting an SOQ. These contractors will be subsequently added to the Master Agreement provided they meet the minimum requirements identified in the RFSQ. Thereafter, contractors will be solicited under competitive conditions to provide Freshwater and/or Wastewater Treatment Facility Maintenance Services under purchase orders issued by ISD.

Approval of the Master Agreement does not guarantee a contractor any minimum amount of business. All eligible contractors can respond to a purchase order solicitation by submitting a bid. Purchase order awards will be made to the lowest priced responsible responsive qualified contractor unless other selection criteria are identified in the purchase order solicitation. Contractors certified as an LSBE will receive the applicable preference on their purchase order bids.

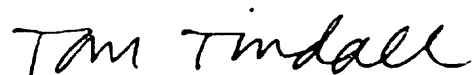
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreement will assure the availability of these as-needed maintenance services.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

A handwritten signature in black ink that reads "Tom Tindall". The signature is written in a cursive, flowing style.

TOM TINDALL
Director

TT:JS:YY

Enclosures

c: Chief Executive Officer
County Counsel